

Ryan White Title I Inland Empire HIV Planning Council

Minutes of Meeting Thursday, May 23rd, 2002

1:00 p.m. - 3:30 p.m.

**San Bernardino Department of Public Works
825 East 3rd Street, Hearing Room
San Bernardino, CA. 92415
(909) 387-7910**

Call to Order and Introductions

Steve McGrew, co-chair, called the meeting to order at 1:12 p.m. Introductions were made and persons in attendance were:

Name:

Joe Acosta
Sandra Bibb
John Brown
Jeff Byers
Leann Chamlee
Erin Comstock
Ed Cueto

Darlene DeBayona
Steve English
Fred Flotho, Jr.
Cherry Houston, Ph.D.
Victoria Jauregui Burns
A. Lloyd Jones
Steven McGrew

Jerry Nevarez
Dr. Tom Prendergast
Benita Ramsey
Rick Rector
Jim Taylor
Edwin Zelaya

Absences:

Danny Colon
Faith Davis-Bolton
Dr. Gary Feldman

Gregory French
Carolyn Harris
Joshua Sparks

Evelyn Valentino
Rebecca Zeidler

Other Attendees:

Eydie Bernal-Cox
Leesa Cook
Antonio Diaz
Bonnie Flippin

Gemma Gonzales
Leslie Hofmann
Jack Newby
Derrick Noble

Danny Perez
Edward Rangel
Jerry Sharp
Joann Wilkes
Jim Woodward

Public Comments

- Steve McGrew reminded the Planning Council to state their affiliation when speaking and if they wish to have a direct quote reflected in the minutes, to state that.

- Steve McGrew told the Planning Council that the Grantee has expressed concern about conduct during the meetings. A copy of the Employee Bill of Rights and the County's non-discrimination / harassment policy (attachment 1) were presented. Steve pointed out that the Planning Council members, as appointed by the Board of Supervisor's, are bound by these policies. The staff works under these policies and the union upholds them. He said that any time we are in a meeting, we must be respectful of each other, the Planning Council Support staff and the Grantee staff. Steve said that criticism of the work is justified but not criticism of personnel. He also said that abusive language would not be tolerated, especially toward an individual.
- John Brown informed the Planning Council of a situation that took place at Desert AIDS Project last month. He said the situation involved a somewhat significant case of embezzlement by a very trusted and high level employee. He said that the matter has been turned over to the police and there is an active investigation being conducted. John said that so far, approximately two-thirds of the money has been recovered. John did want to be sure the Planning Council understood that none of the missing dollars are government grant dollars and none of them came from any Ryan White CARE Act source. Should the Grantee come to monitor Desert AIDS Project, John said the documentation is available to reflect that. He also said there has not been any slow down or disruption of services. There were no clients that were affected in any way because of this. In closing, he said that certainly Desert AIDS Project is following a plan of complete public disclosure regarding this. He said the agency is very restrained regarding what information it can share because of the fact that there is an active investigation being conducted. He said that the Planning Council members are on Desert AIDS Project's mailing list and they will receive more information, as it becomes available.
- Jim Taylor commented that the California State Office of AIDS is planning a Co-Chair Summit, which will be held in November of this year. It will take place in Sacramento. He said he is on the Planning Committee and he would welcome any subjects or topics that the Planning Council may feel need to be addressed in this forum.
- Ed Cueto announced that he received information from the California Department of Health Services, Office of AIDS regarding non-names reporting. He said they will be conducting a focus group for Riverside County on Friday, May 31, 2002 from 12:00 p.m. to 2:00 p.m. at the Banning Family Health Center. He said information regarding non-names reporting and the focus groups are on the back table for those who are interested (attachment 2).

Agenda Additions, Revisions, and Corrections

- The San Bernardino Committee asked that a report on capacity building applications be added under Grantee Reports.
- There will be a staff report added under Grantee Reports.
- Eydie requested an update on focus groups be added to the agenda under Grantee Reports.
- Danny Perez asked that a discussion regarding the SFP for Unit Pricing / Fee for Service be added under Grantee Reports.
- Danny Perez requested that an update on the Needs Assessment be presented under the Planning and Evaluation Committee Report.

Joe Acosta moved that the agenda be accepted as revised. Dr. Prendergast seconded it and there was no opposition.

Approval of Minutes

The minutes of April 25, 2002 were reviewed. Corrections were as follows: On page seven, third paragraph, the last sentence should read, "The persons who volunteered were Jim Taylor, Carolyn Harris, Dr. Cherry Houston and ***Faith Davis-Bolton.***"

Dr. Prendergast motioned to accept the minutes as corrected and Erin Comstock seconded that motion. The motion carried.

Motion # 02-23 was approved unanimously.

For: 20

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Planning and Evaluation Committee Report

Evaluation of the Administrative Mechanism

Victoria Jauregui Burns reported that the EAM will have a meeting tomorrow, Friday, May 24th at the Riverside Department of Public Health. She said that those who are active on the committee should have received the most recent revision of the survey tool.

Needs Assessment Update

Danny Perez said that he will report the progress of the Needs Assessment in Carolyn Harris' absence. He presented Carolyn's draft timeline and table of contents informational matrix (attachment 3). He said that this attachment shows the current progress of the Needs Assessment. He also said that many of the items for the Plan are in the process stage. Danny told the Planning Council that a lot of the information from the Needs Assessment survey has been extracted and combined and are now being interpreted by Carolyn Harris and Planning Council Staff's new Staff Analyst II, Bonnie Flippin, MBA. The final Plan is projected for completion by August 13th, 2002.

Danny Perez said he is hoping that the staff can absorb as much information from Carolyn as she can give them through this process. He told the Planning Council that his expectation is to write policy and procedure for the entire Needs Assessment and Comprehensive HIV Services Plan processes for the future.

CBC/MAI Rollover

Fred Flotho told the Planning Council that the committee spent a great deal of time discussing the issue of CBC/MAI unspent funds so it could make a recommendation to the Executive Committee, at the Planning Council's request. The recommendation to the Executive Committee was made to roll over these funds into outreach. Fred said the reason the money was not put into capacity

building is that there was already about \$ 55,000 (which was our increase in MAI funds for the current year over last year) into capacity building. San Bernardino County sent out an SFP for

technical assistance for this project but they would not have the report back from the consultant until late in the year. Fred said there was still about \$ 20,000 remaining in the capacity building category that could be utilized for other capacity building activities. He said the Planning and Evaluation Committee felt it would not be possible that the capacity building category would be able to spend more than that amount during this calendar year.

Discussion regarding these CBC/MAI monies followed. There was a draft work plan prepared by Dr. Cherry Houston, Faith Davis-Bolton and Carolyn Harris that was presented to the Planning and Evaluation Committee. The committee agreed that the draft work plan was very comprehensive and very well put together. However, the committee felt that the amount of information requested could not be compiled in a timely enough manner that would allow a decision to be made in time for the monies to be best utilized.

Jim Woodward told the Planning Council that there was discussion at the last Planning and Evaluation Committee meeting about areas that had been identified during contract negotiations that current CBC providers also identified in next steps. He said that we intended to go that direction but there was no instruction to return to the Planning Council with those steps. Jim said there were three points of understanding. One was that we could add CBC services to any existing contracted provider. Second, was that we use any information we received in the last RFP (although that was cancelled it still provides information to us about capacity building ideas that are out there). Lastly, the focus on outreach geographically should be in the Riverside mid-county area. In regard to outreach for women and children throughout the EMA, the need is to focus in both the east and west valleys of San Bernardino.

Jim said that a consultant will be starting very soon. The solicitation identified two initial tasks to be completed this fiscal year. Those items are to conduct a resource assessment to identify CBC/MAI service providers in the EMA, and secondly, to assess the needs of the existing and potential CBC/MAI providers to identify major gaps in services by population groups, geographical area and sites of service. Those will be complete by the end of June. He said that would be a significant part of the data that was requested in the plan that Dr. Houston, Faith and Carolyn developed. It might be an option to wait for that report from the consultant before making a decision regarding this.

Dr. Houston commented that Jim made a great suggestion in the Planning and Evaluation committee. The suggestion was that parts of the draft work plan could be incorporated into the scope of the CBC/MAI consultant's work.

John Brown felt that the monies would be better spent building the capacity of minority based agencies in this EMA so we then could have appropriate providers to do outreach.

Jim Woodward told the Planning Council that we have two sub-contracts with CDC compliant minority based agencies that would certainly be potential. Fred said that Jim Woodward had said, at one of the recent meetings, that he would be able to contract with any agency that he is currently contracting with and would not be limited to MAI contracts which broadens the scope a little bit.

The recommendation presented by the Planning and Evaluation committee to put the CBC/MAI rollover monies (\$ approximately \$ 70,000) into outreach was presented again. The Planning Council voted on the recommendation.

Motion # 02-24 was not approved.

For: 3
Against: 11
Abstentions: 6

Members present with no PC Form 700 on file: 0

John Brown made the motion that the Planning Council return the issue regarding the use of the CBC/MAI rollover to the Planning and Evaluation committee for discussion and those Planning Council members who are interested are encouraged to attend.

Steve McGrew asked Jim Woodward if the pertinent information would be available to the Planning and Evaluation committee at their next meeting. Jim said that information would not necessarily be available for that meeting. Steve McGrew recommended that the Planning and Evaluation committee continue working toward another decision to present to the Planning Council, as more information becomes available to them.

John Brown accepted Steve's suggestion as a friendly amendment to his motion. The motion was reiterated. John made the motion to return the issue of CBC/MAI rollover to the Planning and Evaluation committee for further discussion and, as more information becomes available, a decision be brought forward to the Planning Council at a future meeting. Joe Acosta seconded the motion.

Motion # 02-25 was approved.

For: 20
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Advocacy Reports

John Brown reported that he and Jim Taylor were in Washington D.C. for the CAEAR Coalition meeting. He said it was a very good meeting. He said that this year, we are again looking at flat funding recommendations from the administration, but CAEAR Coalition has a good plan in place. He said it is similar to what we requested last year, which was another \$ 40 million in Title I dollars and another \$ 13 million in Title III dollars. What makes us more effective than any of the other advocacy groups that are actually working on different allocations, is that we have chosen to go in very, very low with our numbers. John said that, as a result, we get bipartisan support for those numbers.

John reminded the Planning Council that AIDS Watch is coming up on June 9th – 11th. He introduced Jack Newby, who is the new Director of Public Policy at Desert AIDS Project. John said they are very happy to have him on board. He is coordinating the trip to D.C. for AIDS Watch. John said this year we will have one of the largest groups we've ever had attending this function.

Steve McGrew thanked John Brown, Jack Newby and Desert AIDS Project for all of the work that they do. Steve said that John's relationship with Mayor Mary Bono's office is so beneficial.

Fred Flotho commented that we have become somewhat accustomed to John's advocacy work and he wanted to say thank you to John because through him, and really only through his efforts,

have we been able to get our groups back there (to Washington). Fred also wanted to thank Jim Woodward for taking his time to go to CAEAR Coalition. Fred thinks this is the first time that someone from the county has gone to CAEAR Coalition when it is out of town. He feels the county's representation on behalf of our EMA is really important as well.

Jim commented on the importance of increasing the membership of the CAEAR Coalition. He said it is very important that the EMA is well represented. Jim said he strongly encourages other health agencies and providers to look at the possibilities of membership or coming together for a joint membership.

Steve McGrew commented that, as an individual Planning Council member and not a co-chair, he sent out a letter to providers telling them about the importance of AIDS Watch to this EMA. The letter also said that if they wished to donate funds, they would be appreciated and utilized to help people get to AIDS Watch.

Steve McGrew told the Planning Council that the CHAC meeting discussed what the governor was going to do and he did do what he said he would. We will be very lucky if we come out here flat funded. The feeling is most of the Democratic legislators will not let the governor make the drastic cuts in health that he has proposed. There is still no guarantee on that. Many of the bills we are pushing (for example Medi-Cal expansion) has such a price tag on them that they are going nowhere. The budget crunch has hurt us quite a bit.

Steve said the differences between the statewide CHAC organization and SoCal CHAC became more apparent after AIDS Lobby Day. The break between SoCal CHAC and statewide CHAC is quite strong and SoCal CHAC is very committed to staying aggressive and working with our lobbyists and not taking a backseat to statewide budget and legislative issues. Steve really thinks we should take an active role in SoCal CHAC.

John said it is very remarkable that the Governor, when he is dealing with this huge deficit and he is trying to figure out a way to present a balanced budget, presented a budget with a lot of very significant cuts in it. And yet, in that budget, he recommended a \$ 22 million dollar increase for ADAP. At a time when other programs are being cut, the governor kept his word and in fact fully funded, as the need is, the AIDS Drug Assistance Program (ADAP). Make no mistake, the Governor will be hit hard on this from all sides but he made a commitment and he kept it. We have to make sure that the letters and other things that we can do get to our local representatives. We want to say that we want to support the Governors' recommendation to keep that \$ 22 million dollars. Because if that is cut, we are all in a world of hurt. John said we have watched the local drug reimbursement dollars go down and down. If ADAP is not fully funded, we will see local programming expenditures shoot right through the roof. The amount of money we will have to spend on drugs will be phenomenal. That is the most important thing – to keep people on their medications. The Governor understands that. We must be sure to let local legislators and the governor know that we think this is a great idea and we fully support the \$ 22 million dollar increase. That size of an increase is a very remarkable thing for the Governor to do.

Fiscal/Programmatic Reports (Grantee Expenditure Reports)

Grantee Expenditure Report

Scott Rigsby commented that the Expenditure Report from the last Planning Council meeting had some inaccuracies and should be discarded. He presented the new Expenditure Report saying that the first three letter sized sheets reflect what was spent only on services. He said the last two legal sized pages reflect everything that was spent. He said this is the closeout for FY 2001-2002.

Update on Focus Groups and Key Informant Interviews

Eydie Bernal-Cox told the Planning Council that the focus groups were conducted last week by the consultant, Jackie Brookman. She convened the last group on Friday. Jackie has completed her report and we received it this morning. Eydie said she, Bonnie Flippin and Carolyn Harris will be reviewing that report and give more detail on that at an upcoming meeting. The findings from that report will be integrated into the Needs Assessment portion of the Comprehensive HIV Services Plan.

Solicitation for Proposal Letters

Eydie Bernal-Cox presented an SFP Evaluation Grid/Recommendation sheet (attachment 4). Eydie told the Planning Council that the SFP's for CBC/MAI Capacity Building were sent out in April. Eydie reported that three agencies responded to that SFP. She also said SFP's for Unit Pricing/Fee for Service technical assistance were sent out and two agencies responded.

Jim Woodward commented on the fact that he reviewed the proposals as well and he feels the respondents were very qualified and the proposals were very good.

Reassignment of Title I

Jim Woodward told the Planning Council that a letter was emailed to all members and all providers as well as other pertinent people in regard to a change in the infrastructure for the Title I program. A copy of that letter is on the back table for those who have not received it. Danny Perez is now assuming direct oversight of the Title I program and will be directly responsible for the day-to-day operations of Title I and the relations with HRSA, and with the Planning Council. He will be reporting directly to Jim. Alex Taylor will now be exclusively managing the Prevention and Epidemiology programs as he did prior to and during his assignment and management of the Title I program.

Jim said he would like to publicly acknowledge, and has already acknowledged in the letter, the outstanding work that Alex has done in the past year in turning around a very chaotic situation last May. Jim said he steered this Title I program in the direction it needed to go – he has given Title I program insight and program direction that it had not previously had. Jim said Alex turned the Planning Council and this EMA around from a flat funded year where we had a number of late condition of award submissions to a point where we submitted all of our conditions of award in a timely manner to HRSA, thus receiving a 7½ % increase in our award for this year.

Jim said we have initiated the CBC/MAI capacity building consultant. We have, in process, what Jim thinks will turn out to be the most comprehensive and professionally done Comprehensive HIV

Services Plan that we have ever had. He anticipates that will be resolved in one of the best grant proposals we have ever produced here and Jim feels it will undoubtedly be one of the best grant proposals that are received in Washington at this point in time.

Jim wanted to extend his appreciation to Alex for the work he has done in bringing us this far and creating staff, getting our Program Coordinator hired so that we could make this transition. Alex, in his role as manager of the Prevention and Epidemiology functions in the County of San Bernardino, has oversight of services that support the planning work that is done by this Planning Council. Alex and his staff will continue to be fully involved in that support work as they were prior to this reassignment of Title I. Jim said that Alex will also be a mentor to Danny Perez.

Jim commented that the Planning Council has a very new staff. Scott Rigsby is the oldest member of the staff and he has been with Title I for 1½ years. Jim is very proud of the work that Danny and his staff are doing when you consider the fact that they are all new to this program. Jim said that each staff member has a very steep learning curve and are doing very well but Jim said there will be mistakes made. Jim said it is important for the staff to be able to prioritize tasks and he stressed the importance of the Planning Council to understand the need to prioritize. Jim said he has a great deal of faith in Danny and his staff. He hopes the Planning Council concurs and will show Danny and his staff support.

A letter of appreciation will be sent to Alex in recognition of his invaluable efforts on behalf of the Planning Council. Fred requested it be composed and distributed so that everyone can sign it.

John Brown requested that, when there are changes, those changes be sent out to Planning Council members. He asked if those changes could be distributed via email. Danny said he would see that this information is distributed.

Discussion of ARIES/Caminar

Jerry Sharp presented an attachment that gave a brief synopsis of the current ARIES project and how Caminar fits into that project for this EMA. The attachment was reviewed.

Jerry said there was some confusion as to the details at the *ad hoc* MIS (Management Information Systems) committee meeting and that is why Jerry was invited to this meeting. He asked if the Planning Council had any questions.

John Brown feels the document is very well done. He did comment that, at some point, he would like to see an itemization of what functions ARIES is expected to deliver versus what functions Caminar delivers currently. Jerry said that is reasonable.

Steve McGrew suggested that the Management Information Systems committee, through the Planning and Evaluation committee, research how the monies have been spent up to this point, what we have received in exchange for that money and what the outcome for future spending is expected to be.

Fred said most of that information has been compiled but the dollar amount still needs to be researched. Fred said the committee will get that information and it will be reported to the Planning Council at the June meeting.

ad hoc Support Staff Procedure Review Committee

Danny said he is under the impression that there is still some confusion as to the Planning Council support staff's roles and responsibilities. He said at the Executive Committee, an ad hoc committee was created to develop and review the policy and protocol for the Planning Council Support Staff's work. Danny presented a document that gives a summary of the work that the support staff engaged in during the current week, current staff names and telephone numbers and tasks.

Danny said he wanted to be sure the Planning Council is aware of staff's workload. Danny told the Planning Council the reason the document presented only features tasks for the week is that the ad hoc committee is working on reviewing and approving the work plan. The ad hoc committee will bring the results of their work forward to the Planning Council upon completion. Danny made this presentation so that the Council would know that the staff is constantly busy and they could see a sample of what staff is currently doing. Danny also wanted to make the Planning Council aware that staff is willing to work overtime, and sometimes do work overtime, to ensure the work gets done.

Danny reported that he has already put together detailed a work plan reflecting what he would like to see the support staff grow into. He will present this to the ad hoc committee at their next meeting as well as some other tools that he has put together.

County Committee Reports

Riverside Committee

Joe Acosta reported that the committee recommended the CBC/MAI rollover funds be put into capacity building. Joe said that secondly, Evelyn Valentino has requested a two-month leave of absence for personal reasons and the committee has decided to put the Riverside County Member at Large position on hold for at least a month. Third, the committee would like to request that, at future meetings, there be a separate room for each county committee meeting.

San Bernardino Committee

Steve McGrew reported that there was discussion regarding the process of finding out about CBC/MAI unspent funds. There was not enough information to make an informed decision. Thus, the committee decided not to roll over these funds at this time.

Mission Statement / Shared Vision and Guiding Principles / Shared Values

Victoria Jauregui Burns informed the Planning Council that, as Carolyn Harris and Alex Taylor were participating in the Statewide Comprehensive Planning Group meeting in San Diego, she would be giving the presentation on the Planning Council's Mission Statement and Guiding Principles (attachment 6). She said that, as part of the Comprehensive HIV Services Plan, these items must be updated. She said there has been some discussion of tabling this subject for another meeting but she pointed out that, at the next few meetings she anticipates the workload being even greater. Possibly, she said, we may need to have a few additional meetings to accomplish the things that must be accomplished for the Plan.

Victoria said our Mission Statement focuses on why we are here. The Vision Statement is what we want to see in the future. Generally, she said, when you see a Vision Statement it projects for

three to five years. Our last statement was done in 1996. She said that this could be incorporated into next year's work plan as time is running short with the other items that must be completed in this year.

Victoria's presentation inspired the Planning Council. Although time did not allow for much brainstorming, some took place. It was then decided that Planning Council members would get this process started via emails amongst themselves.

Victoria added that, if the Planning Council could take the time to review the Guiding Principles and Shared Values chapters, they will be part of the new Plan. She said they need to be modified. She pointed out that these were written six years ago and we know so much more now than we did then. Victoria asked that these also be bounced around via email. The Planning Council agreed to that and the results will be presented to the Planning and Evaluation Committee.

Membership Committee Report

Joe Acosta reported that, currently, there are two new applicants who are being considered for Planning Council membership. He said one of those applicants is here today. He is Edward Rangel from San Bernardino County. The second person is Dr. Wayne McKinny from Palm Springs, who works with the homeless. He said that he will be attending the next Planning Council meeting and plans to attend all Thursday meetings in the future.

Steve McGrew asked Edward to stand up and introduce himself. Edward said he is going to school and has just finished a semester. He also said he is looking forward to helping out. Joe wanted to thank Sandi Bibb for referring Edward to us.

Robert's Rules of Order

Joe told the Planning Council that he has been pushing for training to be included in the body of the Planning Council meeting. He pointed out that not only do new people need training, but all members need to be reminded of some of the functions. Joe has invited Rick Rector to give a presentation about Robert's Rules of Order.

Rick Rector presented a document that contains some key points about parliamentary procedure or Robert's Rules of Order. He said as we follow our agenda, the Robert's Rules of Order has a more formal approach than our Council meetings seem to reflect. He said there is a lot of information (pages 2-4) regarding motions contained in the attachment.

John Brown commented that the Planning Council needs to inform the Executive Committee that they are not necessarily being realistic as to how much the Planning Council can do in one agenda. He acknowledged that many of these agenda items are decisions that are difficult to make. John feels that part of the problem lies in that the Executive Committee, who is charged with setting the agenda, puts too many items than are physically able to do in that time and have adequate discussion.

John Brown also said that, at CAEAR Coalition, the chair does not keep the speakers' list. There is someone other than the person in charge of the meeting that actually keeps track of the hands that

are raised and write down the names in order. John pointed out that it is very difficult to facilitate a meeting and still see all of the hands of those who would like to comment and in addition heed the order of those hands. He said we may want to consider this as an addition to staff functions. Jim Taylor agreed with John and suggested the possibility of a Planning Council member volunteering to assist in keeping the speaker list.

Steve McGrew agreed with John and added that the Planning Council has a tendency to have detailed discussions on topics and most of the work seems to be getting done at the Planning Council meeting. He pointed out that the sub-committees should be doing the work and making recommendations for the Planning Council's review. He said this way shorter discussions could be had and decisions regarding them could be made. Steve commented that, sometime soon, our agenda will reflect that.

Executive Committee Report

Steve McGrew told the Planning Council that the Email Etiquette document that was distributed to Planning Council members was for reference only and should be viewed as useful information only and not policy or procedure.

Steve reported that the concept of a Planning Council retreat was discussed. He said the conference call with Dr. Katz touched on this subject and Dr. Katz seemed very enthused about the suggestion. Steve also said that Dr. Katz informed the teleconference participants that Barry Waterman has been approved to conduct our technical assistance.

The next Executive Committee meeting is June 20th due to AIDS Watch.

Steve said that the Consumer Advocacy and Education committee received approval to order a special events tent and components. The committee will use these items to represent the EMA when engaging in outreach activities.

Steve told the Planning Council that Gregory French suggested the possibility of the Planning Council getting their own website that would be unrelated to the County. This way the process of posting information on the site would be user friendly. Gregory indicated that the County system has such a long chain of command before authorization to make any changes is received.

Planning Council Training Summary

Danny Perez presented a summary of costs, evaluation, lessons learned and successes of the Planning Council training that took place in April, 2002. Danny reviewed the findings reflected in the document presented. He also presented a general Overview/Summary of the actual training (attachment 7). He said the comments regarding the training were very positive.

Danny also told the Planning Council that a protocol for special events is under development. This protocol will incorporate County policy and procedure with respect to procurement for items such as flowers that were purchased. It will also include guidelines for staff roles prior to the event and protocol for Planning Council member participation.

Steve McGrew wished to thank staff for being flexible at the training. He pointed out that Lennie Green requested staff to take notes throughout the three days of training and, although they were not prepared to do so, were very happy to take notes. Steve said they worked very hard for the duration of the training and they were very much appreciated.

Steve also commented that the Planning Council had requested this training and yet, only about 1/3 of the members attended. Steve said he was very frustrated with the amount of Planning Council money that was spent compared with the number of people who attended. Steve commented that the members in attendance all felt the training was very beneficial and he expressed sadness that the attendance did not reflect the enthusiasm expressed regarding the training.

Steve also expressed great disappointment with those members who confirmed they would be in attendance and requested a room be reserved for them, then did not show up. As a result, Steve said the Planning Council ended up paying for hotel rooms that were not utilized.

ad hoc Committee Reports

Consumer Advocacy and Education

A. Lloyd Jones reported that the committee has received authorization to order a special events tent and booth components. The committee will use these items at special events for outreach opportunities.

Lloyd also told the Planning Council that the Consumer Advocacy committee is in the process of creating brochures and flyers for the purpose of outreach. Lloyd said that the committee would welcome any ideas or suggestions regarding this process.

Lloyd told the Planning Council that the next Consumer Advocacy and Education meeting will be held on Friday, June 21st, 2002. Lloyd said anyone interested in the Consumer Advocacy and Education committee is welcome to attend.

Underserved Populations and Community Linkages

Jim Taylor reported that this committee is currently working on their mission statement. Jim said that the committee has only four members currently and needs to strengthen membership. He said that, not only is the workload too much for four people, but four people cannot get a full perspective of what the needs of the community are.

Jim Taylor said the next meeting of the Underserved Populations and Community Linkages committee will be on June 19th. Jim strongly encouraged interested parties to attend.

Public Comments

None

Announcements

None.

Agenda Items for Next Meeting

- Proposition 36

Agenda items for the next meeting should be directed to Eydie Bernal-Cox at (909) 387-6653 or ebernal-cox@dph.sbcounty.gov.

Next Meeting

The next Planning Council meeting is scheduled for June 27th, 2002 at Inland AIDS Project in Riverside.

The meeting adjourned at 4:03 p.m.

Certified:

Gary Feldman, MD Date
Co-Chair

Steve McGrew Date
Co-Chair